

## ARC 403

# Registration/Late Registration Policy

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<b>Purpose</b>	This policy establishes a deadline for registration and defines late registration.
<b>Summary</b>	<p>All courses have a registration deadline. The deadline is the day before the course begins, with two exceptions: Open-Access and High School Connections courses. After the registration deadline it may still be possible to add a course through the “late registration” process. Students seeking to register after the deadline will need written consent from their instructor. Late fees may apply to courses added after the deadline.</p> <p>Open-Access courses are exempt from this policy.</p> <p>High School Connections courses including Advanced College Credit (ACC) have annually established registration deadlines posted on the college website.</p>
<b>Related</b>	Policy is maintained and enforced by the Clackamas Community College Registrar.
<b>Effective Date</b>	Questions about this policy may be directed to the Clackamas Community College Registrar at registrar@clackamas.edu.

## END OF POLICY

## APPROVALS

Maintained By	Access, Retention, and Completion
First review at ARC	Date: 9.26.2018
ISP Committee – if appropriate	Date: 10.26.2018
College Council – first reading	Date: 11.16.2018
College Council – second reading	Date: 12.7.2018
President's Council	Date: 2.19.2019 & 5.22.2019
Final ARC Approval -	Date: